

Oklahoma Trauma and Emergency Response Advisory
Council Education and Training Committee
SPECIAL MEETING
Wednesday, Wednesday September 10, 2025 – 9:00 a.m. to 12:00 p.m.

Location of Meeting: Pafford Corporate Office
• 4001 SW 119th St • Oklahoma City, OK 73173

The Education and Training Committee regular meeting notice was posted on the OSDH website located at <https://oklahoma.gov/health/services/licensing-inspections/emergency-systems/oterac.html> as well as the Secretary of State's website located at <https://www.sos.ok.gov/meetings/legacy/search.aspx>.

Agenda

1. Call to order.....Blake Braden, Chair
2. Roll call..... Tyler Alan, EMS Trauma Navigator
3. Approval of minutes for April 30, 2025.....Blake Braden, Chair
4. Business.....Blake Braden, Chair
 - a. Discussion, consideration, possible action, and vote to recommend the following to Oklahoma Trauma and Emergency Response Advisory Council:
 - Verbiage to take to Medical Directors for students performing clinicals in Oklahoma and/or out of state
 - Changing the ratio of lab instructors from 1-10 to 1-6.
 - Background checks
 - AEMT Scenarios for state psychomotor exam
 - Removing non-attending board members and opening up opportunities for new ones
 - b. Discussion, consideration, possible action and vote on Dates, Time and Location of meetings for next year:
 - January 28, 2026
 - April 29, 2026
 - July 29, 2026
 - October 28, 2026
5. Public Comment
6. Next Meeting: October 29, 2025, 9:00 a.m. – Oklahoma Commons 123 Robert S. Kerr.
7. Adjourn

**OTERAC Education and Training Committee
Regular Meeting April 30, 2025
Location of Meeting: 123 Robert S. Kerr,
Oklahoma City, OK 73102-6406**

Draft Minutes

1. Blake Braden, Chair, called the meeting to order at 9:002 am
2. Roll Call was taken, Attendance was recorded as follows:

Present Roll Call	Absent Roll Call
Blake Braden	Lisa Dyer
Jamie Hanchett	Marcy Hobson
Mike Duncan late	Justin Hunter
Justin Garrett	John Noel
Rusty Gilpin late	Linda Pledger
Katherine Gregory	Crystal Reynolds
JW Snell	Eugene Sateren
Steve Nguyen	
Guest Bobby Armstrong	
Guest Carl Cobb	
Guest Terry	
Guest Bobby Pritchett	
Guest Curtis Rhodes	
Guest Roger Schilling	
Guest Michael Wilson	
OSDH David Graham	
OSDH Becky Novak	

3. Approval of Minutes for October 30, 2024:
Blake Braden stated he was unable to be at the last meeting and asked if everyone had a chance to review the October 30, 2024, minutes. Mr. Braden asked if there were any questions. Motion to approve the minutes made by J W Snell, seconded by Steve Nguyen. The motion carried as follows:

	Ayes	Nays	Abstain
Blake Braden	X		
Jamie Hanchett	X		
Mike Duncan			X
Lisa Dyer			X
Justin Garrett	X		
Rusty Gilpin			X
Katherine Gregory	X		
Marcy Hobson			X
Justin Hunter			X

John Noel			X
Linda Pledger			X
Crystal Reynolds			X
Eugene Sateren			X
JW Snell	X		
Steve Nguyen	X		

4. **Discussion, consideration, possible action, and vote to recommend the following to the Oklahoma Trauma and Emergency Response Advisory Council:**

EMR and EMT psychomotor skills testing; Mr. Blake Braden stated this may sound like a record of the last meeting. He stated that at OTERAC's last meeting was that Justin had removed himself from the committee and did not show up at the OTERAC meeting so all the things the committee had discussed at that meeting did not make it to OTERAC. The last OTERAC meeting was very intense meeting and so he encouraged them to come to the OTERAC meeting next week so the committee can definitely be heard and seen to show them the committee has been working on some things. The first item on the agenda is the EMR and EMT psychomotor skills testing and requirements for Oklahoma. He knows this was discussed in the last meeting, but this committee has to make recommendations we want to take to OTERAC who then makes recommendations to the State. If we can look over what we have now and discuss any changes we would like to make now. We made these recommendations in 2022, and he is not aware of any national changes since then. Mr. Braden asked if there were any changes they would like to make in the EMR guidelines. Mr. Steven Nguyen asked if there would be a timeline on the implementation of the changes. Mr. Graham stated he is not sure of the timeline, and it depends on OTERAC's decision. If OTERAC approves it then it goes to the Health Department, and he is not sure from there. Mr. Braden asked for any questions or for a motion to approve the EMR guidelines. Mr. Justin Garret made the motion to approve the EMR guidelines as written seconded by Ms. Jamie Hanchett. Motion carried as follows:

	Ayes	Nays	Abstain
Blake Braden	X		
Jamie Hanchett	X		
Mike Duncan	X		
Lisa Dyer			X
Justin Garrett	X		
Rusty Gilpin	X		
Katherine Gregory	X		
Marcy Hobson			X
Justin Hunter			X
John Noel			X
Linda Pledger			X
Crystal Reynolds			X
Eugene Sateren			X
JW Snell	X		

Steve Nguyen	X		
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Mr. Braden then moved on to the EMT psychomotor skills testing, competencies and asked for questions on changes to the document. Mr. Garrett asked if these changes are approved would they go into effect next November. He was advised that these do not need to go to the legislature. Rusty Gilpin made the comment says the documents say approved by OTERAC in 2022, but it was never taken to OTERAC. Mr. Braden explained that we are voting to take this to OTERAC for approval and recommendation to the Health Department. He asked for any discussion on the EMT guidelines or a motion to take to OTERAC. Motion to take to OTERAC made by Justin Garrett and seconded by Steve Nguyen. Motion carried as follows:

	Ayes	Nays	Abstain
Blake Braden	X		
Jamie Hanchett	X		
Mike Duncan	X		
Lisa Dyer			X
Justin Garrett	X		
Rusty Gilpin	X		
Katherine Gregory	X		
Marcy Hobson			X
Justin Hunter			X
John Noel			X
Linda Pledger			X
Crystal Reynolds			X
Eugene Sateren			X
JW Snell	X		
Steve Nguyen	X		

5. AEMT psychomotor skills testing and requirements: Mr. Blake Braden asked if there is currently a requirement for a psychomotor skills test for AEMT in Oklahoma. Mr. Graham stated that currently there is a requirement that the training programs have to have a psychomotor exam at the end of the course for verification. There is not a NREMT psychomotor exam. Mr. Braden asked if that was in rule somewhere. Mr. Graham said the rule has not been changed, but the rule has always stated there will be an end of course skills exam. Mr. Graham also stated that being the NREMT no longer has a psychomotor exam and the rules states AEMT have to have passed an NREMT psychomotor exam for the intubation skill after discussion with my leadership we have determined that would now fall under the agency Medical Director for verification of the skill. Mr. Braden asked do we need to update rules to make this easier on the state. Mr. Graham stated he knows they are looking at a rules rewrite, so I do not have an answer for the committee. Mr. JW Snell made a recommendation to have new rule match the NREMT. Mr. Braden stated the committee can make recommendations to OTERAC and if the committee would like to make a recommendation to OTERAC he would be happy to take it to OTERAC. Mr. Graham stated that at this time NREMT has a Student Minimum Competency the AEMT and Paramedics have to meet. If that is the route this committee would like to look at doing that. JW Snell made motion that we work on new rules to match the verbiage of the NREMT for psychomotor competencies and seconded by Ms. Katherine Gregory. The motion carried as follows:

	Ayes	Nays	Abstain
Blake Braden	X		
Jamie Hanchett	X		
Mike Duncan	X		
Lisa Dyer			X
Justin Garrett	X		
Rusty Gilpin	X		
Katherine Gregory	X		
Marcy Hobson			X
Justin Hunter			X
John Noel			X
Linda Pledger			X
Crystal Reynolds			X
Eugene Sateren			X
JW Snell	X		
Steve Nguyen	X		

6. Bylaws to OTERAC Education and Training Subcommittee; Mr. Blake Braden said if you flip to the membership portion of the packet. One discussion he has heard is the bylaw packet does not have a time frame for seat or chair and that he is the interim chair, and the chair is open to anyone that would like to be chair. He stated that he thinks this needs to have a true chair, vice chair and secretary when we push this to OTERAC. This needs to happen so we have someone to present to OTERAC items sent from this committee and we are not waiting on items like the EMR and EMT guidelines we approved two years ago. He asked for discussion on that. Another point brought up was that somehow, we like OTERAC put out another call to agencies, facilities and training programs to see if we can fill some of the slots that are empty on the list of membership. He asked for discussion on both topics. JW Snell states he agrees 100%. Mr. Snell also said he thinks there should be term limits on the board members and officers. He said this is the Education and Training committee and we talk about a lot of other things than just education. Mr. Snell said we talk about a lot of other things and having agencies and other services could be beneficial. He thinks we should get a broader scope of people on the committee. Mr. Rusty Gilpin then asked Mr. Snell how much some of the area's he mentioned understand EMS education. Mr. Gilpin said the big issue is this is a subcommittee, and he finds it odd that a subcommittee is setting their own bylaws. Typically, the subcommittee is given a mandate by the committee and that committee decides how that committee is run and they put a member on that committee. To kind of turn us loose a little odd since they have not given us a mandate. Mr. Graham states the initial mandate given to the committee was to work on rewriting the rules for Education and Training, they have not given any other mandates. Mr. Gilpin said it is very odd that the subcommittee is made up and he stated he is not saying the committee can't make a recommendation. Mr. Braden then stated this is all a recommendation to OTERAC and they make the final determination on what is happening in the committee. Mr. Graham said the make up of the subcommittee is from a sign up for people interested in being on the committee. Mr. Gilpin states he likes the membership idea and especially like the idea of a chair, vice chair and maybe a secretary in the event that one cannot make an OTERAC meeting we have someone to fill in, because it has happened a couple of times with this group. Mr. Gilpin he is not sure if there is a rule or law that says that only if you are part of the list get a say so in what goes on. The problem is we get a lot of people that come to these meetings that have really good and valuable input that have to sit on the sidelines and cannot say anything. He stated he has a problem with that. He likes the idea of hearing from them or them having a voice at the table. They take the time to show up having a voice at the table if they are willing to show up. If we just limit it to those on the committee we have an issue. Mr.

Graham stated that is following the Open Meeting Act. Mr. Braden stated they can take their ideas or suggestion to a member of the board to be discussed at a meeting. Ms. Jamie Hanchett said maybe at the beginning of the meeting if you do have a comment, please write it down and bring it to a board member or comment in the open comments portion of the meeting. Mr. Snell said the issue is we have voted no less than three times, and it still has not made it to OTERAC. Mr. Gilpin said his hope is we could treat this group more as an advisory group than a committee so anyone that shows up can participate. He thinks it is a good idea to have leadership of the group, and the group can make recommendations to OTERAC. As an advisory or consensus group whatever they would like to call the group rather than a subcommittee that puts rules on who can participate in the meeting. It opens the door so if we had someone that wanted to have give valuable input on something we are discussing they have to wait until public comment to speak and by then the topic has been decided or not even brought up for discussion. He thinks we are excluding some of the voices that could be very valuable. Ms. Hanchett stated say we put a physician on the board, and they are not able to make all the meetings then that becomes an issue and Mr. Gilpin then stated they cannot send someone to replace them. It was stated that if it was more of an advisory committee then everyone present can participate. Ms. Hanchett stated when it was first created, we had the trauma nurse and others then it dropped off. Mr. Gilpin stated he thinks we would get more input from more people if it was less exclusive. Mr. Katherine Gregory asked if it would be possible to move the public comment up in the order of the agenda. Mr. Graham advised he was not sure because we get the agenda from the chair of the committee then the agenda has to be approved by the Health Department. He does not know they would allow that because this follows the format of Roberts rules and open meetings format. Mr. Gilpin stated he again if it was more of an advisory roll, it would be easier for people to participate. Mr. Steve Nguyen said thinks we should try a different approach because the people that are here have been consistent in showing up. Mr. Gilpin stated we are not really deciding we are making recommendations and OTERAC is not making decisions, they are also making recommendations. We are two or three layers back. Ms. Hanchett states to the other side is a group like this that could work, but there have been times where we did not have enough to make quorum. Mr. Gilpin states there have been times we have a room full, and people are unable to give their input on the topic being discussed. Mr. Gilpin states again we have had enough people to meet but not meet quorum. Mr. Braden stated if we go by the two terms and the remaining half this group would be gone. Mr. Graham states that is for the initial setup. If you rewrite the bylaws you could start over and elect in the cycle that is in the current bylaws. Mr. Snell states you could be reappointed it is not like if you serve your term and there is no one her to take you place you could be reappointed. Mr. Snell said even if they do not know education there are aspect from outside that could have input from things that could be beneficial from ED nurses or physicians. Mr. Gilpin states he understands where Mr. Snell is coming from, but can he tell him how may paramedics are on the nursing board or the physician's board. There are no paramedics on the board of nursing. There are zero paramedics deciding what goes into education in nursing. Mr. Braden asked if there were any recommendations from the committee, they would like to take to OTERAC? Mr. JW Snell made the motion to send the bylaws back OTERAC for feedback on the committee make up, rules for the bylaws, term limits and appointments for the committee and advertisement for the committee. Mr. Steve Nguyen seconded the motion. The motion carried as follows:

	Ayes	Nays	Abstain
Blake Braden	X		
Jamie Hanchett	X		
Mike Duncan	X		
Lisa Dyer			X
Justin Garrett	X		
Rusty Gilpin	X		
Katherine Gregory	X		
Marcy Hobson			X
Justin Hunter			X

John Noel			X
Linda Pledger			X
Crystal Reynolds			X
Eugene Sateren			X
JW Snell	X		
Steve Nguyen	X		

7. EMS Instructor License rules, regulations and agency specific: Mr. Braden stated it has been brought to his attention that the language inside the rules and regulations and having a certificate for each agency and program you teach at is not the same as having an EMS license. The language for us to teach at each agency or program is not very clear. For many people they forget to renew for agencies they have some issues. Mr. Braden said he would entertain some discussion on that and what we might be able to change so they do not have to have each individual certificate. Ms. Katherine Gregory asked if you could read what he is talking about. Mr. Gilpin asked where he is talking about specifically. Mr. Braden said if you go to 310:6417-20. Ms. Jamie Hanchett asked if what he is saying is you have a instructor certificate and not need one for every agency or program. Mr. Braden answered yes. Mr. Justin Garrett commented the distinction was made because of the level I and level II instructors. Mr. Graham stated that was one of the distinctions. The other was that we had medics that would leave an agency because the medical director would not let them teach for their agency any longer but would go to another agency and start teaching and the medical director had no idea they were teaching. That is why that rule was added that we needed a letter of affiliation from the director or training officer of an agency and the medical director to verify they approved of that individual teaching for their agency. Mr. Braden asked where is that specific in rule. Mr. Gilpin asked where is number 2. Mr. Braden then asked if it is on file or do they have to present it to the department. Mr. Graham stated it is on file. Mr. Braden then asked should it be put that on the agency or the individual. He states the complaint he gets is they called me and wanted me to teach. Mr. Braden stated if the agency is asking them to teach for them it should be the agency their medical director not the individual. Mr. Gilpin stated the agencies will be a lot more familiar with what needs to be done to bring them onboard. Mr. Justin Garrett then asked the question is the certificate your responsibility or the agencies responsibility. Mr. Braden states there are places that reach out to instructors to teach for them and then the instructor has to do more paperwork to teach for them. He feels it should be on the agency to do that paperwork. Ms. Hanchett said the individual can ask for those letters. Mr. Braden stated there are people that will not do that and are teaching for agencies. Mr. Graham advised we get instructor applications all the time from the same agencies, and they do not have the correct information. Mr. Garrett said if someone asked him to teach for them you are setting him up for failure. Mr. Garrett said requesting new instructor applications give 30 days to process. Mr. Snell said he thinks if you add that it comes from the agency it would be concise. Mr. Snell stated he thinks that if the department had all the agencies or training programs on sheet of paper. Mr. Braden stated that it is not on the instructor renewal application that if the agency does will not allow you to teach for them any longer. Mr. Graham advised that currently in the database every agency or program you are affiliated with is listed in the database with an expiration date on the certificate, and if the agency or program is not listed on your renewal application, we know you no longer teach for that agency or program. Mr. Snell asked if it would be better to have an expiration date on the letter. Mr. Graham asked if the agency would want to do that. Mr. Graham was asked if we cross track that. Mr. Garrett stated he feels it should be up to the individual to complete the application and get the appropriate paperwork. Mr. Braden then asked if there is any further discussion. Mr. Snell said he has a totally different subject on the hours of continuing education for renewal. Mr. Snell said he is constantly getting asked how many hours do I need to renew my instructor. He asked would it be easier to come up with a set date or set monthly requirement for renewal. He said just ask David, he will tell you what you need. Mr. Graham said it used to be really easy everybody had to have 16 hours until COVID. The certificate runs concurrent with your state license. Mr. Snell then said the ones he is talking about are ones that have expired. Mr. Graham stated that is 310:6417-21.1 which tells them if they expired less than two years ago, they need a 16-hour refresher. If they expired more than two years ago, they need the 40-hour course. Mr. Snell stated he has a lot of instructors that are getting

different information on what they need. He states one will say they need a 16-hour instructor refresher or provide at least 8 hours annually of classroom or instructor experience. Mr. Graham then said you are talking about an initial instructor application and that rule states if it has been more than 2 years since your initial instructor course you will need a 16-hour instructor refresher or provide documentation of at least 8 hours annually of classroom or instructor experience from the date of the initial instructor course. Mr. Graham said they have their initial course in 2000, and they are applying for an EMS Instructor in 2025 the committee decided to add to the rule these requirements to validate they are staying current with new teaching guidelines. Mr. Snell asked would it be easier for everybody to understand specifically in rule this is the steps. Mr. Graham stated it is in rule. Mr. Graham pulled up the rule. Mr. Snell asked what constitutes a 16-hour instructor refresher. Is it instructor continuing education or a CAN instructor refresher. Mr. Graham said it can be either. Mr. Snell states he has a lot of instructors asking what is required and spell it out. Mr. Graham asked what instructor CEs are we talking about. If they are CE's that are CAPCE approved instructor CE's they would be approved with documentation. Mr. Braden stated if we are going to say CAPCE approved we will have to put that in rule. The rule says department approved. Mr. Snell said it is very confusing the way it is written. Mr. Gilpin states that if this is saying if their instructor is more than two years, they can do a 16-hour refresher but if you are expired more than two years you have to take the course again. Mr. Graham stated this is for initial instructor. Mr. Gilpin states this is saying if you are an EMS instructor and expired more than two years you have to take a 40 hour instructor course, so we are punishing the EMS Instructor. He states we need to work on the rule. Mr. Snell just wanted to bring that subject up. He thinks this would be easier on the department. Mr. Gilpin says he thinks 21.1 should be reworked. Mr. Gilpin asked if we could recommend that the committee would like to change the rule for 310:631; 7-21.1, to remove (a) if expired mor that two (2) years, the applicant must complete a new Department approved Instructor Training Course and reapply as an initial EMS Instructor applicant, and if less than two years from part (b). Ms. Jamie Hanchett asked if we wanted to match that with initial to make them read the same. Mr. Braden asked if we want to add CAPCE approved. Mr. Gilpin states that department approved it gives the department some wiggle room to state it is not CAPCE approved are request the documentation of for the course. Mr. Braden asked if he could teach his own if he is approved to teach. Mr. Graham states that when he and Dale talked with the National Registry, they said we do not expect the state to review all the course curriculums. It they are audited it would be up to the program or agency to provide the curriculum they used for the course or hours it they are state approved. Mr. Braden said to change to 16-hour instructor refresher or 16-hours of state approved CE's that meet in 310:641 7-21 (c) 1-8 to cover CE's that can be covered with documentation of what was covered. Mr. JW Snell asked why is the Instructor Bridge Course 8 hours and the instructor 16 hours. Mr. Graham stated that the Bridge course was designed by Mr. Mike Duncan because the NHTSA and DOT said the instructor course is 40 hours and the Fire Instructor I or EMS Fire Instructor are 32 hours courses. It was designed to make up the 8-hour difference. Mr. Mike Duncan said that it was designed to make up the 8-hour) difference and it covered the rules and regulations are not covered in the Fire courses. Mr. Gilpin states the 16-hour instructor refresher or CEU's need to cover the topics in 7-21 (c) 1-8. Mr. Graham stated what he see's a lot is they will send more than four hours under each topic. It states on the application you can have no more that four hours in any topic. Mr. Graham said he thinks with the new applications it will require the documentation for the courses. Ms. Katherine Gregory made motion to update rules of the 7-21.1 to remove (a) and the less than two years from (b), and under 7-21 (c) 1-8 can be a 16-hour refresher or CEU's. Also, same verbiage for 7-20 (a) (1) (B). Mr. Graham asked when we took these before we took them as written do we want to take this to the committee as a recommendation? Mr. Gilpin stated maybe we review the language on that and take that to OTERAC. Mr. Braden asked if we have a word document and send to him. Mr. Gilpin made motion to table the EMS Instructor rules, regulation and agency specific until the next meeting, seconded by Jamie Hanchett. Motion carried as follows.

	Ayes	Nays	Abstain
Blake Braden	X		
Jamie Hanchett	X		
Mike Duncan	X		

Lisa Dyer			X
Justin Garrett	X		
Rusty Gilpin	X		
Katherine Gregory	X		
Marcy Hobson			X
Justin Hunter			X
John Noel			X
Linda Pledger			X
Crystal Reynolds			X
Eugene Sateren			X
JW Snell	X		
Steve Nguyen	X		

8. New Business: Mr. Braden entertained any new business. Mr. Justin Garrett wanted to add to the next agenda 641-7-13 (d) Training Program responsibilities and asked when the last time was that was looked at. He feels that needs to be changed to 1-6. Mr. Gilpin said we might want to look at that for each level of training. Mr. Steve Nguyen asked about placing on the next agenda at looking at background checks for renewal applications. Mr. Braden asked is that not part of the Compact and that is part of the Compact. Mr. Graham is part of being a Compact state once we complete all the steps. Mr. Gilpin asked does the state still hold persons license if they owe back taxes. Mr. Graham advised the state no longer holds licenses if a person owes state taxes.
9. Public Comment: Roger Schilling with Cherokee Nation EMS Training program stated they are holding their first cohort for their paramedic program and things are going well. Mr. Terry Mendez with Oklahoma City Community College said when we look at ratio's keep it a set standard. With the new EMT test has the state looked at putting EMT into a portfolio like AEMT and Paramedic.
10. Next Meeting is July 30, 2025, at 123 Robert S. Kerr.
11. Adjournment: Motion to adjourn made by Katherine Gregory, seconded by Jamie Hanchett. the motion carries as follows:

	Ayes	Nays	Abstain
Blake Braden	X		
Jamie Hanchett	X		
Mike Duncan	X		
Lisa Dyer			X
Justin Garrett	X		
Rusty Gilpin	X		
Katherine Gregory	X		
Marcy Hobson			X
Justin Hunter			X
John Noel			X
Linda Pledger			X

Crystal Reynolds			X
Eugene Sateren			X
JW Snell	X		
Steve Nguyen	X		

DRAFT